

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

This bulletin should be filed
behind the divider for Part III of
DPM Chapter(s) 12

DPM Bulletin No. 12-233

SUBJECT: Voting in the Special Election in the District
of Columbia on **Tuesday, May 1, 2007**

Date: April 13, 2007

SPECIAL ELECTION ON TUESDAY, MAY 1, 2007

This District Personnel Manual (DPM) bulletin is being issued to outline the policy on ***EXCUSED ABSENCES*** for the purpose of voting on Tuesday, May 1, 2007 in the Special Election being held on May 1, 2007 to elect Councilmembers for vacant seats in **Ward 4** and **Ward 7**; and a **District II** Member of the Board of Education.

– EXCUSED ABSENCE –

An ***EXCUSED ABSENCE*** is an absence from duty administratively authorized without loss of pay and without charge to leave. An excused absence is ordinarily authorized on an individual basis, except where a particular location/building is closed, or a group of employees is excused for various reasons/purposes.

Policy on Excusing District Government Employees for the Purpose of Voting

The policy on excusing employees for the purpose of voting is specified in Chapter 12 of the DPM, Hours of Work, Legal Holidays, and Leave; Part II, Subpart 10, *Excused Absences*, Section 10.3 and Appendix E, *Guidelines for Granting Excused Leave for Voting*. The policy is outlined in page 2 of this bulletin as a reminder.

District government employees who reside in Ward 4 or Ward 7 in the District of Columbia and are eligible to vote are encouraged to accept their responsibility and exercise their right to vote on **Tuesday, May 1, 2007**.

Agency heads should take whatever steps are necessary to ensure that agency employees are informed of this policy. **Employees should also be reminded to make arrangements in advance with their**

Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]

Inquiries: Policy and Planning Administration, DCHR (202) 442-9644

Distribution: Heads of Department and Agencies, HR Advisors, and DPM Subscribers

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respective supervisors regarding any anticipated use of administrative leave under the provisions of this bulletin.

Voting in the Special Election in the District of Columbia on Tuesday, May 1, 2007

General Rule:

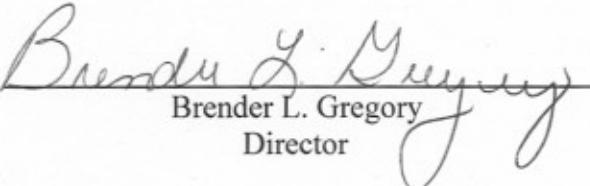
Polling places in the District of Columbia are open from **7:00 a.m. to 8:00 p.m.** Whenever the polls are not open at least 3 hours either before or after an employee's regular tour of duty, the general rule is that the employee may be granted an amount of excused absence which will permit the employee to report for work 3 hours after the polls open, or to leave work 3 hours before the polls close, whichever requires the lesser amount of absence. In other words, the employee will either be able to vote between 7:00 a.m. and 10:00 a.m., or between 5:00 p.m. and 8:00 p.m., whichever results in the least amount of excused absence from work.

Exception to the General Rule for Voting in the District of Columbia:

Employees voting within the District of Columbia who may not have adequate time to vote before reporting to work may be granted an amount of excused absence as may be necessary (up to a maximum of 2 hours) to permit them to vote prior to reporting for duty. The excused absence should be limited to actual need, and employees will be expected to arrive at their voting place as early as possible to minimize the amount of excused absence needed to permit them to vote and report to work.

Avoiding Disruption of Public Business:

In applying the provisions of this bulletin, departments and agencies should take any necessary measures to control the number of employees to be absent in order to avoid disruption of public business.


Brender L. Gregory
Director